

## North Farmington High School Band and Orchestra Booster Check Request

Please print all information.

Complete mailing address only if check is to be sent via U.S. mail.

Approvals of director or officer and treasurer are both required

Attach receipt(s) for expenses paid personally – include note if receipts are not available.

A check will be sent to you if a self-addressed envelope is enclosed.

Either submit by mail to treasurer or deposit in Boosters' lockbox.

Date: \_\_\_\_\_

Contact for Questions: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Description, Date of event (if applicable), Expense Category/Account	Dollar Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL:</b>	_____

Director/Officer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

For Treasurer records: Check Number: \_\_\_\_\_

Date: \_\_\_\_\_